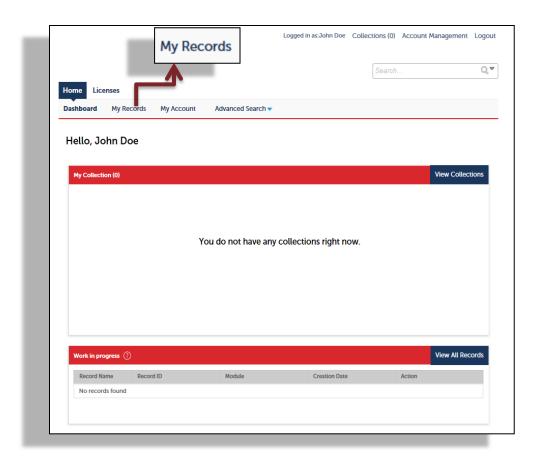# Regulatory Licensing and Permitting System (RLPS)
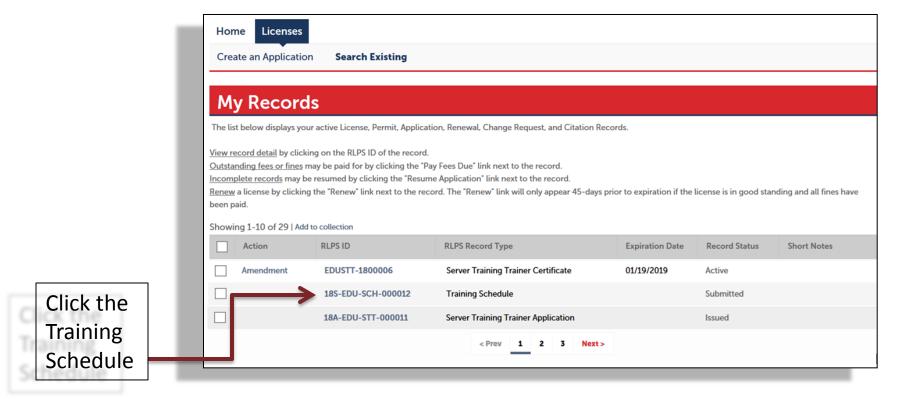# Server Training Roster View

RLPS Server Training Roster View: Presentation Content

- Citizen Access Server Training Roster View
  - Site address: https://rlps.abc.tn.gov/citizenaccess/
  - Roster View
    - Assumes user is logged into their RLPS account and has already received their Server Training Trainer Certificate under an approved Training Program and created a Training Schedule entry

RLPS Server Training Roster View

- Click the "My Records" tab.

RLPS Server Training Roster View

- Click the RLPS ID of the Training Schedule record.

Click the Training Schedule

RLPS Server Training Roster View

- Click the Report dropdown arrow followed by "Class Schedule Report".

Click the Class Schedule Report option.

RLPS Server Training Roster View

- A report will be displayed showing the RLPS ID of individuals (i.e Students) who are currently registered for your class.

- Use this report to track class enrollment and to contact students if necessary.

Alcohol Awareness Training

Provider: **TIMMY SLICET1800006 (EDUSTT-1800006)**

Class Dates: **02/04/2018 - 02/04/2018**   Class Time: **10:00AM - 2:00PM**

Attendees

ID #	Registered Record	Name	Phone Number
14	18A-KPER-SER-000026	**Helen Cox**	(555)555-5555
15	18A-CPER-SER-000030	**Kathy ware**	(555)555-5555
15	18A-CPER-SER-000030	**Kathy ware**	(555)555-5555
32	17A-CPER-SER-000002	**John Sweet Doe**	(213)963-4718
32	17A-CPER-SER-000002	**John Sweet Doe**	(213)963-4718

Thank You